

## E-Mail ALPERSRU D/02

Subj: BAS REFORM

Ref: (a) [ALCOAST 596/01](#)  
(b) [Source Data Automation II User Manual, HRSICINST M5231.2 \(series\)](#)  
(c) [ALCOAST 023/96](#)  
(d) [E-Mail ALPERSRU C/02](#)

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**Purpose** This E-mail ALPERSRU prescribes procedures for reporting BAS entitlements in conjunction with BAS reform.

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**Discussion** Reference (a) announces major changes to BAS effective 1 January 2002. Under BAS reform, there are, in essence, four types of BAS:

Type of BAS	Amount	Paid to
Officer (OFF BAS)	\$166.37 mo	All officers & warrant officers
Regular (REG BAS)	\$262.50 mo	Enlisted members assigned to a duty station that does <u>not</u> have a government dining facility
Enlisted (ENL BAS)	\$241.60 mo	Enlisted members assigned to a duty station that <u>does</u> have a government dining facility, but the member is <u>not</u> required to eat meals at the dining facility
Enlisted (ENL BAS) minus DISCOUNT MEAL RATE (DMR)	\$241.60 mo minus \$6.75 per day	1. <u>All</u> enlisted members assigned to a ship with messing facilities, a Class "A" School, OCS (prior service), or to a deployed Port Security Unit 2. Enlisted members <u>E-6 and below</u> stationed ashore who reside in government-owned quarters and are required to eat meals at a government dining facility

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**JUMPS Segment Conversions** HRSIC has run a conversion program to change BAS entitlements for enlisted personnel. The new segments were effective 1 January 2002.

Prior BAS	Prior Segment	New BAS	New Segment
REG BAS	25	REG BAS	24 (Object Code 11551)
SEPRATS	26	ENL BAS	24 (Object Code 1155D)
PARTIAL	27	ENL BAS minus DISCOUNT MEAL RATE	24 (Object Code 1155D) 27 (Object Code D095)

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<b>BAS Transactions/Events</b>	BAS reform required numerous changes to PMIS/JUMPS transactions/events. These changes are detailed in the following sections.
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<b>Recruits &amp; Non-Prior Service OCS</b>	<p>Recruits attending basic training, and members attending OCS who do <u>not</u> have prior service, are not entitled to BAS while at recruit training /OCS.</p> <p>Recruits become entitled to ENL BAS on the date of graduation from basic training. On the effective date of the member's graduation, the PERSRU shall submit a Start BAS (P607) transaction to start ENL BAS.</p> <p>Members attending OCS become entitled to OFF BAS on the date of graduation from OCS. OFF BAS shall be started automatically by PMIS/JUMPS upon processing of the Appointment to Commissioned Officer (H300) transaction.</p>
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<b>PCS Reporting</b>	<p>The Reporting Endorsement on Orders transaction will automatically stop the member's current BAS entitlement on the reporting date.</p> <p>The PERSRU shall submit a Start BAS (P607) transaction to record an enlisted member's BAS entitlement at the new unit. The effective date of the P607 transaction shall be the day <u>after</u> the member reports aboard.</p> <p>The PERSRU shall record one of the following three types of BAS entitlement on the P607 transaction:</p> <ol style="list-style-type: none"><li>1. REG BAS (Element Code 30) <u>OR</u></li><li>2. ENL BAS (Element Code 36) <u>OR</u></li><li>3. ENL BAS minus DISCOUNT MEAL RATE (Element Code <b>37</b>)</li></ol>
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<b>PCS Departing</b>	If a member is departing a unit where they were required to eat at a dining facility, the Departing Endorsement on Orders (8C) will automatically stop the Discount Meal Rate deduction the day before departing. The member's BAS entitlement (either ENL BAS or REG BAS) will continue to run during the period of travel and leave enroute to the new unit.
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**TDY** A Change BAS (P620) transaction shall be prepared if an enlisted member is:

- (a) Sent TDY to a ship with messing facilities, a Class "A" School, or OCS, OR
- (b) In pay grade E-6 and below and is sent TDY to a unit where government messing is provided, OR
- (c) Sent TDY and the member's BAS entitlement at the permanent unit is [ENL BAS minus DISCOUNT MEAL RATE]

A P620 transaction must be prepared in all instances of TDY except where the member is not required to eat at a messing facility at the permanent unit and at the TDY unit. The SDA-II fields on the P620 transactions shall be completed as follows:

Field Name	Complete When	Enter
Messing Status of TAD Unit (Element Code 01)	All TDY prescribed above	D – enlisted member who is required to eat meals at the TDY dining facility (TDY is after 12/31/01) E – enlisted member who is <u>not</u> required to eat meals at the TDY dining facility (TDY is after 12/31/01) A – enlisted member who is required to eat meals at the TDY dining facility (TDY is before 1/1/02) B – enlisted member who is <u>not</u> required to eat meals at the TDY dining facility (TDY is before 1/1/02)
PERMDU Depart Date (Element Code 02)	All TDY prescribed above	Date member departed for TDY from the permanent unit
TAD Report Date (Element Code 03)	TDY is to a unit where an enlisted member must eat in the galley	Date member reported to the TDY unit

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### TDY (Cont'd)

Field Name	Complete When	Enter
TAD Depart Date (Element Code 04)	TDY is to a unit where an enlisted member must eat in the galley	Date member departed the TDY unit
PERMDU Report Date (Element Code 05)	All TDY prescribed above	Date member reports back to the permanent unit from TDY
Messing Status of PERMDU Unit (Element Code 06)	All TDY prescribed above	E – enlisted member who is required to eat meals at the PERMDU dining facility (TDY is after 12/31/01) F – enlisted member who is <u>not</u> required to eat meals at the PERMDU dining facility (TDY is after 12/31/01) D – enlisted member who is going PCS or TDY immediately on the next day A – enlisted member who is entitled to REG BAS (TDY is before 1/1/02). [See section below entitled <b>Retroactive Entitlements.</b> ] B – enlisted member who is entitled to Partial BAS (TDY is before 1/1/02). [See section below entitled <b>Retroactive Entitlements.</b> ] C – enlisted member who is entitled to SEPRATS (TDY is before 1/1/02). [See section below entitled <b>Retroactive Entitlements.</b> ]

**Note:** When the member goes TDY, the Discount Meal Rate will stop/start; the BAS entitlement at the permanent duty unit will continue through the TDY period.

Refer to reference (d) for additional guidance concerning P620 transactions for recording TDY to a career sea pay eligible unit.

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**Mobile Units** When Mobile Unit personnel are deployed to a vessel with a messing facility, a Change BAS (P620) transaction shall be prepared. The P620 transaction shall be prepared as prescribed in the preceding section, with the following exception:

Field Name	If TDY is to	Enter Code
Messing Status of TAD Unit (Element Code 01)	A Coast Guard vessel	D – enlisted member who is required to eat meals on board the vessel (Member will be charged the DISCOUNT MEAL RATE for all meals while assigned TDY to the vessel.)
	A Navy or foreign vessel	E – enlisted member who is required to reimburse the vessel for meals eaten (Member will not be charged the DISCOUNT MEAL RATE). Member must either: (a) pay cash for meals eaten; or (b) the ship will submit a Pay Adjustment Authorization (DD Form 139) to HRSIC for recoupment of meal charges.)

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**Leave** The Leave Authorization (L63) transaction will continue to be prepared as prescribed on page 2-A-214, reference (b).

If the member is on leave from a unit where they are required to eat at a government dining facility, the L63 transaction will stop the Discount Meal Rate deduction (segment 27) for the period of leave.

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**Reserve Active Duty Less Than 140 Days** The Depart/Report (R990 and R991) transactions will continue to be prepared as prescribed on pages 2-B-36 thru 2-B-42, reference (b). The fields TRAVEL BAS ENTITLEMENT and DUTY BAS ENTITLEMENT on the R990/R991 are used to record a member's Travel BAS Entitlement and ADT Duty Site BAS Entitlement.

The valid values will be as follows:

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### Reserve Active Duty Less Than 140 Days (Cont'd)

TRAVEL BAS ENTITLEMENT		DUTY BAS ENTITLEMENT	
E	ENL BAS	R	REG BAS
O	Officer BAS	E	ENL BAS
N	No Entitlement	M	ENL BAS minus DISCOUNT MEAL Rate
R	REG BAS	O	Officer BAS
		N	No Entitlement

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### Reserve IDT

The IDT Drill (R985) transaction will continue to be prepared as prescribed on pages 2-B-31 and 2-B-32, reference (b). The field SEPRATS CODE on the R985 is used if a reservist is authorized subsistence under reference (c). PMIS/JUMPS will continue to use segment 26 to pay reserve IDT subsistence entitlements. The rates for calendar year 2002 are as follows:

- Breakfast \$1.61
- Lunch \$3.22
- Dinner \$3.22

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### Missed Meals

If an enlisted member is assigned to a mandatory messing unit and their duties, or dining facility [exigencies](#), prevent government furnished meals from being provided, the member is entitled to be credited the Discount Meal Rate that was deducted from their pay.

The PERSRU shall submit a Pro-Rated BAS (P603) transaction to credit members with meals missed. On the P603 transaction, the PERSRU shall record the number of breakfast, dinner, and supper meals missed. Members will be credited \$1.35 for each breakfast missed, \$2.70 for each lunch missed, and \$2.70 for each dinner missed. The credits will be posted in segment 43 of PMIS/JUMPS.

If a unit's dining facility closes for repairs, the PERSRU has the following options:

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### Missed Meals (Cont'd)

Period of Dining Facility Closure	# of Members Affected	Procedure
15 days or less	Less than 50	Submit a Pro-Rated BAS (P603) transaction to credit members with meals missed.
	50 or more	Send E-Mail request to <a href="#">HRSIC (MAS)</a> requesting that a special program be run to credit members with meals missed.
16 days or more	Less than 50	<p>At the time the dining facility closes:</p> <ul style="list-style-type: none"> <li>• Submit Stop BAS (P625) transaction to stop [ENL BAS minus DISCOUNT MEAL RATE] effective the day prior to closure of the dining facility.</li> <li>• Submit Start BAS (P607) transaction to start ENL BAS effective the date the dining facility closes.</li> </ul> <p>At the time the dining facility re-opens:</p> <ul style="list-style-type: none"> <li>• Submit Stop BAS (P625) transaction to stop ENL BAS effective the day prior to re-opening of the dining facility.</li> <li>• Submit Start BAS (P607) transaction to start [ENL BAS minus DISCOUNT MEAL RATE] effective the date the dining facility re-opens.</li> </ul>
	50 or more	Send E-Mail request to <a href="#">HRSIC (MAS)</a> requesting that a special program be run to stop and start BAS entitlements.

### Miscellaneous Starting & Stopping of BAS Entitlements

Other changes to a member's subsistence status shall be recorded by use of the Stop Pay and Allowances (P625) and Start Pay and Allowances (P607) transactions as prescribed on pages 2-A-193 and 2-A-146, reference (b).

For example, if a member previously required to eat in a messing facility were no longer required to do so, the PERSRU would prepare a P625 transaction to stop [ENL BAS minus DISCOUNT MEAL RATE] effective the day prior to the date the member is authorized to mess separately, followed by a P607 transaction to start ENL BAS on the date the member is authorized to mess separately.

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**RELAD  
Retirement**

The Departing Endorsement on Orders (L68) will automatically stop:

- a Discount Meal Rate deduction on the date a member departs on terminal leave; and
- all subsistence entitlements on the member's last day of active duty.

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**Cadet  
COMRATS**

Cadet COMRATS (\$5.25 per day) shall continue to be paid via submission of a P607 transaction followed by a P625 transaction. PMIS/JUMPS will continue to use segment 28 for payment of Cadet COMRATS.

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**Retroactive  
Entitlements**

The new enlisted BAS entitlements will be paid to members in the 1 March pay and reflected on the February LES. Because the new BAS entitlements are retroactive to 1 January 2002, some members' February LES's will be complex.

Numerous BAS related transactions (leave, PCS, TDY, ADT, etc.) effective after 1 January 2002 have been submitted by PERSRUs between 1 January 2002 and 19 February 2002. Special programs have been run to convert the BAS entitlements on those transactions to the new entitlements. Block 25 (Entitlements) of members' LES will reflect appropriate credits of the new BAS entitlements, and Block 27 (Deductions) will reflect appropriate debits of the old BAS entitlements.

The BAS conversion program run by HRSIC appropriately handled BAS-related transactions which were input by PERSRUs between the 4 January 2002 and 19 February 2002 Update cycles.

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**Retroactive  
Entitlements  
(cont'd)**

SDA-II has been modified as of 19 February to incorporate the new BAS entitlements and coding. The SDA-II and PMIS/JUMPS systems can properly handle future BAS-related transactions which are effective 1 January 2002 or later. For BAS-related transactions effective before 1 January 2002, special processing by the PERSRU will be required in some instances, e.g.:

- If a PERSRU needs to submit a Start BAS (P607) transaction after 18 February and effective before 1 January, the PERSRU will be required to complete two transactions, one P607 to pay the old BAS entitlements through 31 December 2001 and another P607 to pay the new BAS entitlements effective 1 January 2002.

The SDA-II software will alert PERSRUs to special requirements related to processing of retroactive transactions.

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**Questions**

Questions may be directed to [Customer Care](#) at 785-339-2200.

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**Released by**



H. W. HEINEKEN  
Director

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